

REPORTS INVENTORY				CONTROL NO. <i>DDS/ae-043</i>	
PREPARE IN DUPLICATE				2. TYPE OF REPORT	
TITLE OF REPORT (if a fill-in report include Form No.) <b>Significant Events</b>				<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
FUNCTIONAL AREA		PERSONNEL	TRAINING	2 ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)	
		MEDICAL	FINANCE	1 COMMUNICATIONS	
NO. OF COPIES PREPARED <b>2</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Weekly</b>		6. DISTRIBUTION (No. of components not number of copies) <b>1</b>	
FORMAT (memorandum, form, computer print-out, etc.) <b>Memorandum</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>DCO (for DDS)</b>	
PREPARING COMPONENT (include lowest level contributing information to report) <b>OC-O</b> <b>OC-ATPS/AMS/ES/FES/MES</b>		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
<b>384-17</b>	<b>GS12 Average 7.00</b>		<b>6 hr 40min</b>		<b>45.57</b>		<b>52</b>		<b>2369.64</b>

## B. COSTS OF COMPUTER PRODUCED REPORTS

<b>236</b>					<b>TOTAL COSTS PER YEAR</b>				

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used by the DCO for briefing the DDS on worldwide problems/achievements.

## 14. FUTURE GOALS

14. FUTURE GOALS		ESTIMATED SAVINGS	
15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		MAN-HOURS	DOLLARS

16. DATE OF INVENTORY <b>16 Oct 70</b>	17. Approved for Release 2006/11/13 : CIA-RDP75-00399R000100200049-2 <b>Deputy Chief, OC-ATPS</b>	18. SIGNATURE <b>STAT</b>
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